

(ii) *Other miscellaneous travel expenses.* Other miscellaneous travel expenses are those described in part 301-9 that are directly attributable and necessary to the travel and temporary duty as authorized and performed. When authorized or approved by the agency concerned, these expenses are reimbursable in addition to the per diem allowance and transportation expenses.

(c) *Types of expenses covered by per diem.* The per diem allowance covers all charges, including taxes and service charges where applicable, for the following types of expenses (also referred to as *subsistence expenses* in other parts of this subtitle).

(1) *Lodging.* (i) The term *lodging* includes expenses for overnight sleeping facilities; baths; personal use of the room during daytime; and service charges for fans, air conditioners, heaters, and fires furnished in rooms when such charges are not included in the room rate.

(ii) The term *lodging* does not include accommodations on airplanes, trains, buses, or vessels. The cost of accommodations furnished aboard common carriers is included in the transportation cost and is not considered an expense covered by per diem. However, in determining the overall cost to the Government when authorizing the mode of transportation to be used (see § 301-2.2), the availability of these accommodations shall be considered.

(2) *Meals.* Expenses for breakfast, lunch, and dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

(3) *Incidental expenses covered by per diem.* (i) Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on vessels, and hotel servants in foreign countries.

(ii) Laundry and cleaning and pressing of clothing.

(iii) Transportation between places of lodging or business and places where meals are taken except as provided in § 301-2.3(b).

(iv) Telegrams and telephone calls necessary to reserve lodging accommodations. (See part 301-6 for allow-

able telegram and telephone expenses incurred for other purposes.)

[FTR Amdt. 10, 55 FR 41526, Oct. 12, 1990, as amended by FTR Amdt. 17, 56 FR 23655, May 23, 1991; FTR Amdt. 26, 57 FR 28633, June 26, 1992]

### § 301-7.2 Employee and agency responsibilities.

(a) *Employee responsibility—(1) Duty to exercise care in incurring expenses.* An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience. (See § 301-1.3(a).)

(2) *Duty to record pertinent dates.* The date of departure from and arrival at the official station or any other place at which travel begins or ends must be shown on the travel voucher. This same information also must be shown for points at which temporary duty is performed or for a stopover or official rest stop location when such arrival or departure affects the per diem allowance or other travel expenses. Other points visited also should be shown.

(3) *Fire safety responsibilities.* An employee traveling on official business is strongly encouraged to stay at an approved accommodation as defined in § 301-17.2(c) of this chapter.

(b) *Agency responsibilities—(1) Authorizing/approving rates.* It is the responsibility of the head of each agency, or his/her designee, to authorize or approve only those per diem allowances that are justified by the circumstances affecting the travel and are allowable under the specific rules in this part. However, the per diem rates provided for under these rules represent the maximum allowable. To prevent authorization or approval of per diem allowances in excess of amounts required to meet the necessary per diem expenses of official travel, consideration shall be given to factors such as those listed in this paragraph that reduce the

## Travel Allowances

## § 301-7.4

necessary expenses of employees (see specific guidelines in §301-7.12 of this part for reducing rates):

(i) Known arrangements or established cost experience at temporary duty locations showing that lodging and/or meals can be obtained without cost or at reduced cost to the employee;

(ii) Situations in which special rates for accommodations have been made available for a particular meeting, conference, training or other temporary duty assignments;

(iii) Traveler's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;

(iv) Modes of transportation where accommodations are provided as part of the transportation cost; and

(v) Situations in which the Government furnishes lodging, such as Government quarters or other lodging procured for the employee by means of an agency purchase order (see §301-7.12(a) of this part).

(2) *Fire safety responsibilities.* Each agency, as defined in §301-17.2(a) of this chapter, is responsible for influencing its employees who require commercial lodging when performing official travel to stay at an approved accommodation as defined in §301-17.2(c) of this chapter.

[FTR Amdt. 10, 55 FR 41526, Oct. 12, 1990, as amended by FTR Amdt. 26, 57 FR 28633, June 26, 1992; FTR Amdt. 39, 59 FR 46193, Sept. 7, 1994; FTR Amdt. 53, 61 FR 64998, Dec. 10, 1996; FTR Amdt. 54, 61 FR 68159, Dec. 27, 1996; FTR Amdt. 54, 62 FR 6878, Feb. 14, 1997]

### §301-7.3 Maximum per diem rates.

Per diem allowances for official travel authorized or approved under this part shall be at daily rates not in excess of the maximum per diem rates established as provided in paragraphs (a) through (c) of this section. Per diem rates include a maximum amount for lodging expenses and a fixed allowance for meals and incidental expenses (M&IE). Maximum lodging amounts and the fixed M&IE allowances are separately reflected in the listings of per diem rates identified in paragraphs (a) through (c) of this section.

(a) *Continental United States (CONUS).* The per diem allowances payable for

official travel within CONUS shall not exceed the maximum per diem rates established by the Administrator of General Services and listed in appendix A. (See instructions in §301-7.4 for requesting rate adjustments within CONUS.)

(b) *Nonforeign areas outside CONUS.* The per diem allowances payable for official travel in nonforeign areas shall not exceed the maximum per diem rates established by the Secretary of Defense and listed in Civilian Personnel Per Diem Bulletins published periodically in the FEDERAL REGISTER. The term *nonforeign areas* includes the States of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States. Maximum per diem rates for nonforeign areas also are listed for convenience in section 925, a per diem supplement to the Standardized Regulations (Government Civilians, Foreign Areas).

(c) *Foreign areas.* Per diem allowances payable for official travel in foreign areas shall not exceed the maximum per diem rates established by the Secretary of State and published in section 925, a per diem supplement to the Standardized Regulations (Government Civilians, Foreign Areas). The term *foreign areas* includes any area (including the Trust Territory of the Pacific Islands) situated both outside CONUS and the nonforeign areas as described in paragraphs (a) and (b) of this section.

### §301-7.4 Rate adjustment requests for travel within CONUS.

(a) Federal agencies may submit a request to GSA for review of the costs covered by per diem in a particular city or area where the standard CONUS rate applies when travel to that location is repetitive or on a continuing basis and travelers' experiences indicate that the prescribed rate is inadequate. Other per diem localities listed in appendix A will be surveyed on an annual basis by GSA to determine whether rates are adequate. Requests for per diem rate adjustments shall be submitted by the agency headquarters office to the General Services Administration, Office of Governmentwide